



CITY OF WESTMINSTER HISTORIC DISTRICT COMMISSION MEETING SUMMARY

**Wednesday, October 3, 2018, at 7 PM
City Hall, 1838 Emerald Hill Lane**

A meeting of the City of Westminster Historic District Commission was held at City Hall, 1838 Emerald Hill Lane in Westminster, Maryland 21157, on October 3, 2018, at 7 PM.

I. Call to Order

Chair Kristen McMasters read the statement of authority into the record.

Chair Kristen McMasters, Vice-Chair Dean Camlin, Commissioner Suzanne Albert, and Commissioner Kevin Wagman were present. City staff Andrew Gray, Bill Mackey, and Samantha Schlitzer was also present.

II. Approval of Minutes

Commissioner Wagman motioned to approve the meeting summaries for both the June 6, 2018 and July 11, 2018 meetings. Vice-Chair Camlin seconded. The motion passed unanimously.

Commissioner Wagman motioned to amend the agenda to move discussion of Old Business and New Business to after discussion of Historic District Commission and Public Comments in order to accommodate a member of the public. Commissioner Albert seconded. The motion passed unanimously.

III. Historic District Commission and Public Comments

Mr. Kevin Lewis, Brook-Owen Real Estate, 41 East Main Street, voiced his appreciation and concern for the façade improvement grant program.

Commission members discussed the types of improvements that would qualify for the Façade Improvement Grant program, so applicants could have a better understanding of what the Commission is looking for in proposed projects. Vice-Chair Camlin stated that a top priority is repair of deteriorating features in order to preserve historic fabric and increase property values.

Mr. Mackey reviewed the proposed initiative to expand the historic district in the future. Due to limited staff,

priorities are focused on other significant areas of concern.

Commissioner Albert was appreciative of the Standards for Renovation Westminster review since she was the newest appointed member to the Commission.

Vice-Chair Camlin thanked Mr. Mackey for providing an update on the historic district expansion project.

Chair McMasters thanked everyone for their condolences on the recent loss of her husband.

IV. Old Business

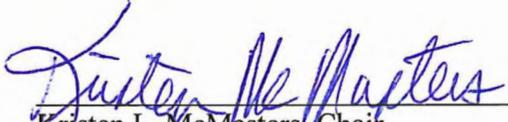
Chair McMasters introduced the Old Business Item – Update of the Standards for Renovation Westminster. Mr. Gray provided background information on where the Commission currently stands in reviewing the standards. Staff recommended the Historic District Commission review the entire document and provide staff with any final comments. The Commission concluded their final review during the live edit session and recommended approval of the document upon completion of requested changes and new illustrations.

V. New Business

Chair McMasters introduced the New Business Item – Status of Demolition Permits in the Historic District. The Chair inquired as to the method by which demolition permits are approved and issued. Mr. Mackey and Mr. Gray responded that any demolition request for sites located within the Historic District are subject to conditions in Chapter 56 of the City Code. Staff went through Chapter 56 with the Commission.

VI. Adjournment

Vice-Chair Camlin made a motion to adjourn. The Commission adjourned at 8:45 PM.



Kristen L. McMasters, Chair
Westminster Historic District Commission